FOR MYSORE STATE

Agri **(1956) Department.**

Ms **SERIES.**

G.O. No. 585

Passed
Sd/-
Supdt

Dated 2.3.56.

[Despatch Abstract.]

Estt. - Forest Dept. - District Forest Office Kollegal and Range Office, Bargur - Employment of additional staff - Sanctioned

C.F. 32/ — 70,10,558—20-1-54.

Forest Department | Received ____ Registered ____

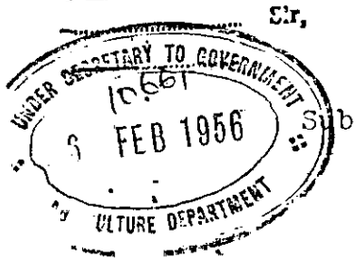
From (Name)
Sri S.K. Bassu, I.F.S.,
Designation
Chief Conservator of forests,
Station
Madras-5.

To

The Secretary to Government,
Agriculture Department,
Madras-9.

Enclosures: Ref: No. 24047/55.B.2. , dated 26th January, 1956

Sir,



Sub: ESTABLISHMENT--District Forest office, Kollegal and Range Office, Bargur--additional staff--Sanction of.

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I submit proposals for the sanction of additional ministerial staff in the District Forest office Kollegal and Range office, Bargur. Two statements furnishing details of statistics of currents received during the past five years are enclosed. The average number of currents received per day in the District Forest Office comes to 14 and in the Range Office to 23.4. There is only one clerk in the Range Office and he is finding it impossible to attend to the various items of work. The work in the District Forest Office is also on the increase. The additional clerk now applied is to be posted in charge of the establishment seat which is an important one. The clerk in charge of this will necessarily have to be aware of the various rules and orders. The District Forest officer therefore states that the sanction of a Lower Division clerk's post will not be of much use and requests for the sanction of an Upper division clerk's post - Vide copy of his letter No. 7785/55.E. dated 12/11/1955 enclosed. Normally only those with long experience will be promoted as Upper division clerks and such a person may not find it difficult to manage the establishment seat. I therefore recommend that Government be pleased to sanction one Upper Division clerk and one Lower Dn. Clerk to the District Forest Office, Kollegal and Range Office Bargur respectively, for a period of one year from date of employment.

pp 5-7 below

See below

blv.31.1.

for CHIEF CONSERVATOR OF FORESTS.

Encl:

i) Copy of letter;
ii) 2 Statements.

Copy of Dt.Forest officer, Kollegal, C.NO.7785/55.E. dated 12/11/55 to the Chief Conservator of Forests, Madras through the Conservator of forests, Coimbatore circle.

Sub: ESTABLISHMENT--District Forest Office--Kollegal and Range office, Bargur--additional Ministerial staff.

Ref: Chief Conservator's Ref: No.24047/55.B.2. dated 17/9/1955.

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The work in general in the District Forest office and that in the Range office are of a special nature which the superior authorities know well. Unlike in the Revenue department where particular work is grouped into different sections and sufficient number of personnel allotted to the

work, the staff in the District Forest office is necessarily to deal with not only routine official correspondence but also work of a peculiar nature with a knowledge in accounting.

2. Information on the statistics called for are furnished below:-

But it is submitted that the numbers furnished herein cannot really help us to assess the volume of work involved. It has become a common practice in the Revenue Department to have special staff sanctioned for a special period for the execution of work at times when extra strenuous work is required. That is not the case here. It may be that the disposal of one or two currents may take even one full day for a clerk. Similarly in a Range office where there is only one clerk the work has to be assessed not with reference to the currents dealt with by him but only with reference to other multifarious duties devolving on him. In Bargur Range, now, the clerk himself is the Record keeper, the despatcher, the fair copyist, the clerk and the like. The Range Office deals with an average of 6147 currents per year, and 240 offences which could be assessed on numbers. Besides, he has to deal with the diaries and other reports which are not generally registered either in the current or offence registers, but requires much of the time of the clerk in filling the diaries, fair copying the remarks of the Range officer and etc. He has also to faircopy accounts of the Range officer besides checking the accounts received from the subordinates, checking and filing of removal accounts received from contractors, and so on. Normally for an average clerk, I feel, that unless he works for atleast 10 to 12 hours per day he may not be able to cope up with the increased correspondence in that Range Office. The position will be worsened much more due to the addition of Palamalai Block from where an average of 500 offences are expected. It is therefore essential that at least one more Lower Division clerk be provided for the Range Office at Bargur.

Regarding the District Forest Office, which has to act as an office of basis for all information required by superior authorities experienced and efficient men with thorough knowledge of rules upto date are necessary at least for key positions viz. Establishment, Timber and leases. The dearth of experienced men every where is a recognised factor and any number of raw recruits in new posts will not solve the situation. It is because of this, sanction for an Upper division clerk was applied for. I have been seeing my clerks working generally upto 8 to 9 p.m. in the night as a matter of course, not to speak of their working even late on special occasions. The addition of Palamalai block is already having an effect of increase of work in the Office. An upper division clerk is very essential necessary in the Establishment seat, just to see that the subordinates are not made to suffer in their service conditions due to want of efficiency of dealing with the subject in the District Forest Office. The present strength in the District Forest Office is now 9 including the Head Clerk, Draughtsman and the Typist. The Head clerk cannot be treated as a full time disposing clerk as he has got many more different duties such as passing of papers, signing of fair copies tapal distribution, and supervision which take away more than half of his day's time.

A margin has to be allowed for a raw new entrant and hence practically in an Office of 9 inclusive of the Head Clerk, Accountant and Typist only 6 can be taken on an average to be disposing clerks. The enclosed statistics will show that 24 papers have to be handed in a day by a Clerk including the accountant which means carrying over arrears from day to day. It is therefore essential that additional provision of staff is absolutely necessary.

In conclusion, therefore, I request that sanction may kindly be accorded at least as a temporary measure for an Upper Division Clerk to the District Forest office and a Lower division clerk to the Bargur Range office.

(True copy)

Blv.31.1 for CHIEF CONSERVATOR OF FORESTS.

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STATEMENT SHOWING NUMBER OF CURRENT PAPERS AND PERIODICALS RECEIVED IN RANGE OFFICE, BARGUR.

Particulars.	1950	1951	1952	1953-	1954.
No. of current papers received.	2024	1962	1920	2769	2916
No.of papers in forest offences at 5 papers per case.	1080	1410	1315	1135	1035
Fire reports at 3 papers per fire report.	87	42	57	15	42
Replies to timber objection statements @ 5 papers per O.S	60	60	60	60	60
Cash accounts including vouchers and returns at 100 papers per month.	1200	1200	1200	1200	1200
Timber returns and Correspondence	120	120	120	120	120
Diaries of subordinates 10 Guards and correspondence thereon.	1040	1040	1040	1040	1040
Pay bills.	30	34	40	36	42
T.A. Bills.	56	54	52	60	65
	5657	5932	5804	6435	6520

No.of working days during 1954 -- 278 days.
Currents received == 6520
No. of currents per day == 23.4

blv.31.1.

1/

STATEMENT SHOWING NUMBER OF CURRENT PAPERS AND PERIODICALS RECEIVED IN THE DISTRICT FOREST OFFICE, KOLLEGAL DIVISION.

Particulars	1950	1951	1952	1953	1954
No.of current papers received.	8532	7785	7557	8145	11454
No. of papers in forest offences at 5 per Offence.	3700	3745	3935	2460	3630
Fire reports at 3 papers per fire report.	396	312	411	180	273
List of payments vouchers at 3 papers per voucher.	1911	2142	2445	2556	2625
O.S. On cash accounts at 5 papers per O.S. per month.	180	180	180	180	180
Accountant General's O.S.On cash accounts and further remarks at 5 papers per O.S.	60	60	60	60	120
C.T.Rs. and account correspondence.	-	-	-	100	120
Pay bills and correspondence thereon.	118	144	140	148	150
T.A. Bills.	195	200	210	230	250
O.S. on timber accounts at 5 papers per O.S.	180	180	180	180	180
Conservator's O.S. on timber accounts at 4 papers per O.S.	60	60	60	60	60
Timber returns and correspondence thereon.	300	300	300	300	300
Diaries of Range officers and Foresters and correspondence thereon.	1976	1976	1976	3952	3952
Mis. periodicals at 5 papers per periodical.	575	610	655	700	735
	18183	17694	18109	19251	24029

No. of working days during 1954. 278 days.

Currents received during 1954 24029 papers.

No. of currents received per day. 86 papers

No. of currents per clerk per day== 86/6 == 14 papers.

(True copy.)

Blv.31.1.

For CHIEF CONSERVATOR OF FORESTS.

Agri (C III) Dept

Sub: Estt. Forest Dept - Dist Forest office, Kollegal and Range office, Bargur - Employment of addl staff - Sanctioned.

Read: - From the CCF Lr.m. 24047/55-B-2 dated 26-1-56.
GoMs 585 dated 2/3/56.

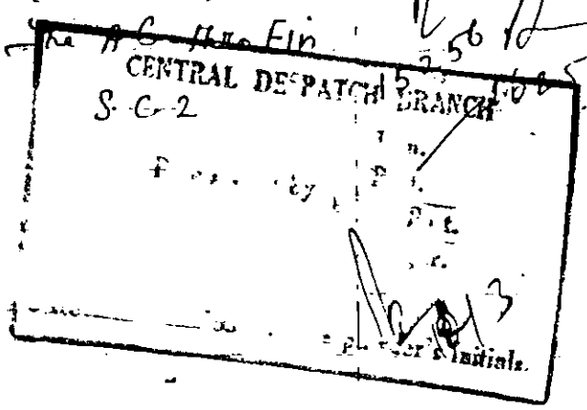
~~In the circumstances reported by the CCF in his reference first above~~, the Govt sanction the employment of the following additional staff to the ~~office of~~ Dist Forest office, Kollegal and Range office, Bargur ~~respectively~~ for a period of one year from the date of appointment:

For DF. Forest office, Kollegal - (1) One L.D.C on Rs 80-110 p.m.
Range office, Bargur - (2) One L.D.C on Rs 45-90 p.m.

The staff will be eligible to draw the allowance admissible under the rules.

2. The expenditure should be debited to the relevant sub-head under "10-Forest

To
The CCF, Madras



B-2-56.

ON:- Please see the letter from the CCF on p/cy and the enclosures referred to therein on pp 1-3 cy. In the circumstances stated by DFO, Kollegal in his letter on pp 1-3 cy, the C.C. has recommended the employment of one L.D.C & one ~~typist~~ applied for by the DFO. The statistics of current work furnished on pp 5-7 cy also justify the employment of addl staff. In the circumstances it is

2-8

for orders whether the proposal of the CCF at 'M' on p.1 of will be accepted. Subject to orders, a draft order is submitted on p.1 above for approval. Fin may see for acceptance before issue.

15.2.56 16.2.56. The statistics of current received in the Range Officer's D.F.O's office would justify the employment of an additional L.D.C. in each. But for the reasons given at 'X' on p.1 of, the D.F.O's office may be given a U.D.C.

18.2.56. Fin

UNDER SECRETARY TO GOVERNMENT
29 FEB 1956
17761
AGRICULTURE DEPARTMENT

ADDITIONAL DEPUT
21 FEB 1956
E2
017204
FINANCE

Agri No 10661 C III/56-1
20/2/56

Fin (E II)

The note from the middle of p.1 above may be perused.

In the circumstances stated the draft order overleaf may be accepted the extra cost works out to Rs 2621/Rs.

23/2/56 27.2.56

27/2

Agri

Agri (C III) Dept Fin. No 17204 E2-1
28.2.56

Please see the notes of Fin dept above.
The draft order overleaf may now issue.

29.2.56 29.2.56

1.3.56.

(Issued as G.O.Ms 585 Agri dt 2.3.56)